

EDITED TASK LISTING

CLASS: ACCOUNTING ADMINISTRATOR III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Under administrative direction, have responsibility of a very large and complex accounting organization, which requires subordinate supervisors at the Accounting Administrator II level.
2.	Under administrative and self-direction, lead a very large and complex accounting organization in the development, administration and implementation of statewide accounting plans to meet the department's objectives and goals using sound management practices.
3.	Under administrative direction, performs as the Chief of Accounting Services in their absence, in a very large and complex accounting organization to ensure continuity and sound management practices.
4.	Under administrative and self-direction, conduct effective meetings with programs, staff, control agencies, Management, etc., utilizing various tools (i.e., computer/laptop, projector, handouts, phone and/or video conferencing, etc.) for communication and clarification of accounting functions.
5.	Under administrative and self-direction, authorize accounting office expenditures to manage the monthly budget plan in accordance with departmental policy to ensure fiscal responsibility of the Accounting Services utilizing program knowledge and fiscal reports.
6.	Under administrative and self-direction, review, implement and follow-up on policies and procedures related to accounting operations utilizing State Administrative Manual (SAM), Generally Accepted Accounting Principles (GAAP). Financial Information Memorandum (FIM), CALSTARS, Inmate Trust Accounting Systems (ITAS), Departmental Operations Manual (DOM) and rules and regulations issued by Control Agencies to Provide guidelines to departmental staff (i.e., accounting, management, other program staff).

EDITED TASK LISTING

CLASS: ACCOUNTING ADMINISTRATOR III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
7.	Under administrative and self-direction, oversee the implementation and resolution of complex problems related to statewide issues that may impact departmental entities within the department's financial operations for standardization utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
8.	Under administrative and self-direction, review internal controls, separation of duties, departmental audits and develop tools to prevent financial audit findings utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
9.	Under administrative and self-direction, approve responses to audit findings identified by auditors and administer the preparation of a Corrective Action Plan to comply with SAM, GAAP, FIM, CALSTARS, DOM, ITAS, and rules and regulations issued by Control Agencies.
10.	Under administrative and self-direction, direct the timely preparation of Annual Financial Statements for the department to confirm the integrity of the department's financial condition and identify options for management's decisions utilizing, SAM, GAAP, FIM, CALSTARS, DOM, ITAS and rules and regulations issued by Control Agencies.
11.	Under administrative and self-direction, coordinate the preparation of correspondence for implementation and/or clarification of financial policies and procedures utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum.
12.	Under administrative and self-direction, coordinate and provide accurate accounting and fiscal data to requesting management and/or programs to meet the department's objectives utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by Control Agencies, and other departmental memorandum.

EDITED TASK LISTING

CLASS: ACCOUNTING ADMINISTRATOR III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
13.	Under administrative and self-direction, approve and prepare timely employee training, evaluations and appraisals including probationary reports, annual performance reports, grievances, and follow-up on staff's performance as needed to continue staff development utilizing sound management and personnel practices.
14.	Under administrative and self-direction, consult with department managers, supervisors and representatives of control agencies on accounting and audit issues to promote sound fiscal practices utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS, rules and regulations issued by control Agencies, and other departmental memorandum.
15.	Under administrative and self-direction, recruit, interview and approve recommendations on hiring packages for potential staff ensuring compliance with Equal Employment Opportunity (EEO) and personnel policies utilizing sound management and personnel practices.
16.	Under administrative and self-direction, manage and prioritize resources to produce a safe/efficient work environment and timely/accurate fiscal records utilizing sound management practices.